

17 AUG 1981

DDA D-OC S-2

FILE Training - S-2

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Acting Director of Medical Services
Director of Security
Acting Director of Training and Education

FROM:
Executive Officer to the DDA

STAT

SUBJECT: Luncheon Briefings of the Conference for Business
Executives on Federal Government Operations
(Brookings Institution), 1981/82

Attached herewith is a copy of a memorandum sent to key Agency officials requesting their participation in Subject luncheon briefings. In keeping with our expected participation in these activities, please nominate three middle- to senior-level officers from your Office who will serve as luncheon table hosts and as discussants during the briefings. Please forward the officers' titles, mailing addresses, and extensions to me for consolidation and transmittal to the OTE Special Programs Officer.

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Attachment



Distribution:

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6 AUG 1981

MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller
Director of Policy and Planning

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Luncheon Briefings of the Conference for
Business Executives on Federal Government
Operations (Brookings Institution), 1981/82

1. This is to request that you and your Deputy serve as hosts, on a rotating basis, at 15 luncheon briefings in 1981/1982 for the Conference for Business Executives on Federal Government Operations sponsored by the Brookings Institution. We also seek your cooperation in identifying members of your staffs to participate as table hosts and discussants in the briefings.

2. The dates for the 1981/82 visits to the Agency are attached. The format for the program will continue as in the past. Luncheon will commence in the Executive Dining Room at 1210 followed by a briefing in the DCI Conference Room, concluding at 1400. You or your Deputy would serve as overall host, with middle- to senior-level Agency officers participating as luncheon table hosts and as discussants during the briefing. The latter will consist of a 15- to 20-minute overview of CIA and the Intelligence Community by the host, followed by a question and answer period in which the CIA discussants, selected for geographic and functional expertise, will take part by answering questions or commenting. The cost of the luncheons will be borne by Brookings.